

STATE EDUCATION DEPARTMENT
NEW YORK STATE ARCHIVES
RECORDS SERIES DESCRIPTION
REC-5

AGENCY NUMBER (8 character limit)	DISPOSITION AUTHORIZATION NUMBER (LEAVE BLANK)
OP-2	

INSTRUCTIONS: Complete one form for each records series where a new/revised records disposition authorization is requested.

1. AGENCY New York State Education Department	2. PROGRAM UNIT OP—Professional Licensing
3. RECORDS SERIES TITLE Licensing Applications	
4. DESCRIPTION OF RECORDS SERIES This series includes applications and supporting materials submitted by professionals licensed by the State Education Department. These records include personal data and information on professional training and qualifications as required for professional licensure. This series includes records for individuals who have been licensed. Records for those whose applications have been rejected, or who have not followed through with the application process, are covered by RDA 19362. Approved licensing applications used to be microfilmed, and these were covered by RDA 20323. However, the unit no longer microfilms these records, so this series will cover both the paper and the microfilm from that old RDA. 20323 will now be canceled.	
5. BEGINNING DATE (year only) 1970s	6. ENDING DATE (year only; if series is ongoing, use "Current") Current
7. VOLUME OF EXISTING RECORDS BY RECORD TYPE PAPER RECORDS: <u>400</u> CU. FT. COMPUTER READABLE: _____ ITEMS MICROFICHE: _____ ITEMS AUDIO-VISUAL: _____ ITEMS MICROFILM: <u>2400</u> ROLLS OTHER (specify type and volume): _____	
8. ESTIMATED ANNUAL GROWTH (paper records only): <u>135</u> CU. FT.	
9. FILES MANAGEMENT ACTION, IF ANY (i.e., action to separate inactive records from active records or to implement final disposition)	
10. EVENT THAT COMMENCES RETENTION PERIOD (e.g., case closure, end of calendar year, etc.) Approval of license application.	
11. PROPOSED RETENTION PERIOD AFTER EVENT (i.e., period of time after event in item #10) ☒ RETAIN IN AGENCY FOR <u>75</u> YEARS _____ MONTHS ☐ RETAIN IN STATE RECORDS CENTER FOR _____ YEARS _____ MONTHS ☐ REFORMAT (i.e., how & when records transferred to microfilm, digital images or other media): ☒ OTHER (i.e., non-time-based retention period): Destroy paper records immediately after scanning and verification. Scanned copies will be retained for the remainder of the proposed retention period.	
12. FINAL DISPOSITION ☒ DESTROY ☐ TRANSFER TO STATE ARCHIVES ☐ OTHER (specify) _____	
13. REASONS FOR PROPOSED RETENTION AND DISPOSITION Records are retained for the lifetime of professional licensee (75 years) to provide information on professional qualifications and personal data for administrative use.	
14. MODIFICATION TO EXISTING RETENTION AND DISPOSITION AUTHORIZATION Supersedes RDA 20322 by authorizing the scanning of records and destruction of paper originals, clarifying the description, and increasing the retention period. Also supersedes RDA 20323 by covering old microfilmed records as well.	

1. AGENCY: STATE EDUCATION DEPARTMENT
2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
3. RECORD SERIES TITLE: LICENSING APPLICATIONS (PAPER)

4. DESCRIPTION OF RECORD SERIES:

a) Informational contents:

APPLICATIONS AND SUPPORTING MATERIALS SUBMITTED BY PROFESSIONALS LICENSED BY THE AGENCY. THESE RECORDS INCLUDE PERSONAL DATA AND INFORMATION ON PROFESSIONAL TRAINING AND QUALIFICATIONS AS REQUIRED FOR PROFESSIONAL LICENSURE.

b) Who creates and/or uses the records and for what purposes:
RECORDS ARE CREATED BY CANDIDATES FOR LICENSURE AND SUBMITTED TO THE PRE-LICENSING BUREAU. APPLICATIONS FROM APPROVED CANDIDATES ARE FORWARDED TO THIS OFFICE UPON ISSUANCE OF THE PROFESSIONAL LICENSE.

c) Primary purpose of record: ADMINISTRATIVE

d) THIS IS NOT A VITAL RECORD.

5. BEGINNING DATE: 1993 6. ENDING DATE: CURRENT

7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:

Paper Records: 400.0 Cu ft. Microfilm: 0 items.

Microfiche: 0 items. Audio-Visual: 0 items.

Computer Readable: 0 items.

8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 135.0 Cu. ft.

9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:
PREPARATION OF MICROFILM

10. a) ARRANGEMENT

BY PROFESSION, THEN BY LICENSE NUMBER

10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS.
N.A.

11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:

12. FINAL DISPOSITION: Destroy

13. REASON FOR PROPOSED RETENTION AND DISPOSITION:
RECORDS ARE RETAINED ONLY UNTIL MICROFILMED

14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:
SUPERSEDES RDA #6285 WHICH AUTHORIZES DESTRUCTION OF ORIGINAL COPIES OF MICROFILMED APPLICATIONS 4 YEARS AFTER LICENSURE.

1. AGENCY: STATE EDUCATION DEPARTMENT
2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
3. RECORD SERIES TITLE: LICENSING APPLICATIONS (MICROFILM)

4. DESCRIPTION OF RECORD SERIES:

a) Informational contents:

MICROFILM COPIES OF APPLICATIONS FOR LICENSURE AS DESCRIBED IN SERIES RA-02

b) Who creates and/or uses the records and for what purposes:

RECORDS ARE CREATED BY CANDIDATES FOR PROFESSIONAL LICENSES AND SUBMITTED TO THE PRE-LICENSING BUREAU. UPON ISSUANCE OF THE LICENSE, THE RECORDS ARE SENT TO THIS UNIT FOR FILMING AND RETENTION. PRE-1970'S APPLICATIONS WERE DESTROYED WITHOUT MICROFILMING.

c) Primary purpose of record: ADMINISTRATIVE

d) THIS IS NOT A VITAL RECORD.

5. BEGINNING DATE: 1970'S 6. ENDING DATE: CURRENT

7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:

Paper Records: 0.0 Cu ft. Microfilm: 2400 items.

Microfiche: 0 items. Audio-Visual: 0 items.

Computer Readable: 0 items.

8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 0.0 Cu. ft.

9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:
MOST RECENT YEAR OF LICENSURE ON MICROFILM REEL

10. a) ARRANGEMENT

BY PROFESSION, THEN BY LICENSE NUMBER

10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS
NOT SEPARATED.

11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:

Retain in program office for 75 years 0 months.

OTHER:

UNIT MAY RETAIN MICROFILM FOR RESEARCH &
GENEALOGICAL USE UNTIL NO LONGER NEEDED

12. FINAL DISPOSITION: Destroy

13. REASON FOR PROPOSED RETENTION AND DISPOSITION:

RECORDS ARE RETAINED DURING LIFETIME OF PROFESSIONALS TO PROVIDE INFORMATION ON PROFESSIONAL QUALIFICATIONS AND PERSONAL DATA FOR ADMINISTRATIVE USE. ALSO USED TO VERIFY DATA ON DATABASE.

14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:

1. AGENCY: STATE EDUCATION DEPARTMENT
2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
3. RECORD SERIES TITLE: DAILY MICROFICHE
4. DESCRIPTION OF RECORD SERIES:
 - a) Informational contents:
COMPUTER-OUTPUT MICROFILM GENERATED FROM THE OFFICE OF PROFESSIONS DATABASE SYSTEM. THESE FICHE ARE PRODUCED DAILY AND SHOW ALL CHANGES MADE IN DATABASE RECORDS FOR EACH DAY. ONE FICHE SET SHOWS CHANGES MADE IN PRE-LICENSING DATA AND SECOND SET SHOWS CHANGES MADE IN POST-LICENSING DATA.
 - b) Who creates and/or uses the records and for what purposes:
FICHE PROVIDE HISTORICAL RECORD OF ALL CHANGES MADE TO DATABASE. FICHE ARE NEEDED TO TRACK DATABASE CHANGES TO IDENTIFY DATA WHICH HAS CHANGED OVER TIME.
 - c) Primary purpose of record: ADMINISTRATIVE
 - d) THIS IS NOT A VITAL RECORD.
5. BEGINNING DATE: 1987
6. ENDING DATE: CURRENT
7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:

Paper Records:	0.0 Cu ft.	Microfilm:	0 items.
Microfiche:	3400 items.	Audio-Visual:	0 items.
Computer Readable:	0 items.		
8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 0.0 Cu. ft.
9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:
END OF CALENDAR YEAR IN WHICH RECORDS PREPARED
10. a) ARRANGEMENT
BY DATE, THEN BY PROFESSION
10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS.
N. A.
11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:
Retain in program office for 75 years 0 months.
12. FINAL DISPOSITION: Destroy
13. REASON FOR PROPOSED RETENTION AND DISPOSITION:
RECORDS ARE USED TO LOCATE DATA WHICH HAS CHANGED IN DATABASE OVER TIME. THE FICHE PROVIDE MEANS TO IDENTIFY CASH NUMBERS IN ORDER TO ACCESS REGISTRATION APPLICATION MICROFILM (SERIES RA-05A).
14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:

AGENCY NUMBER: RA-03

DISPOSITION AUTHORIZATION #:

20324

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1. AGENCY: STATE EDUCATION DEPARTMENT
 2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
 3. RECORD SERIES TITLE: LICENSE RECORD BOOKS
 4. DESCRIPTION OF RECORD SERIES:
 - a) Informational contents:
SUMMARY RECORDS OF INFORMATION ON LICENSED PROFESSIONALS, INCLUDING NAMES OF INDIVIDUALS, ADDRESSES, EDUCATIONAL BACKGROUND, LICENSE NUMBER, DATE LICENSE ISSUED, AND APPLICATION NUMBER. THESE BOOKS WERE PREPARED DURING VARYING PERIODS FOR SELECTED PROFESSIONS, INCLUDING MEDICINE, NURSING, OPTOMETRY, OSTEOPATHY, PODIATRY, VETERINARY MEDICINE, ARCHITECTS, DRUGGISTS, CERTIFIED PUBLIC ACCOUNTANTS, AND OTHERS. BOOKS NOT PREPARED FOR ALL PROFESSIONS.
 - b) Who creates and/or uses the records and for what purposes:
CREATED BY OFFICE AS A SUMMARY RECORD OF LICENSED PROFESSIONALS. THESE VOLUMES DUPLICATE SOME OF INFORMATION IN THE RECORD CARDS, HOWEVER THEY ARE USEFUL WHEN CARDS FOR SPECIFIC INDIVIDUALS HAVE BEEN LOST OR MISPLACED.
 - c) Primary purpose of record: ADMINISTRATIVE
 - d) THIS IS NOT A VITAL RECORD.
 5. BEGINNING DATE: 1891
 6. ENDING DATE: 1962
 7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:
Paper Records: 16.0 Cu ft. Microfilm: 0 items.
Microfiche: 0 items. Audio-Visual: 0 items.
Computer Readable: 0 items.
 8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 0.0 Cu. ft.
 9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:
75 YEARS AFTER MOST RECENT LICENSURE IN SERIES (1962)
 10. a) ARRANGEMENT
BY PROFESSION, THEN BY DATE APPLICATION FOR LICENSE RECEIVED
 10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS.
N.A.
 11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:
 12. FINAL DISPOSITION: Transfer to State Archives
 13. REASON FOR PROPOSED RETENTION AND DISPOSITION:
RECORDS ARE NEEDED DURING LIFETIME OF PROFESSIONALS AS A SOURCE OF BASIC PERSONAL AND PROFESSIONAL INFORMATION. THE STATE ARCHIVES HAS DETERMINED THAT RECORDS HAVE ENDURING RESEARCH VALUE (APPRAISAL REPORT #96-28).
 14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:

1. AGENCY: STATE EDUCATION DEPARTMENT
2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
3. RECORD SERIES TITLE: LICENSE RECORD CARDS (PAPER)

4. DESCRIPTION OF RECORD SERIES:

a) Informational contents:

CARDS (3"X5") PROVIDING INFORMATION ON ALL LICENSED PROFESSIONALS, INCLUDING NAME, ADDRESS, PROFESSION, DATE OF BIRTH, SOCIAL SECURITY NUMBER, SCHOOL ATTENDED, DATE OF DIPLOMA, LICENSE NUMBER, DATE OF LICENSE, BASIS FOR LICENSURE. MAY ALSO INCLUDE SCHOOL GRADES & OTHER INFORMATION. ALL CARDS HAVE BEEN MICROFILMED.

b) Who creates and/or uses the records and for what purposes:

CARDS CREATED BY OFFICE AS A RECORD OF ALL PROFESSIONALS LICENSED IN NEW YORK PRIOR TO 1986.

c) Primary purpose of record: ADMINISTRATIVE

d) THIS IS NOT A VITAL RECORD.

5. BEGINNING DATE: 1891

6. ENDING DATE: 1986

7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:

Paper Records: 200.0 Cu ft. Microfilm: 0 items.

Microfiche: 0 items. Audio-Visual: 0 items.

Computer Readable: 0 items.

8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 0.0 Cu. ft.

9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:

COMPLETION OF MICROFILM AND COMPLETION OF DATA-ENTRY

10. a) ARRANGEMENT

BY PROFESSION, THEN ALPHABETICAL BY NAME

10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS
NOT SEPARATED

11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:

12. FINAL DISPOSITION: Destroy

13. REASON FOR PROPOSED RETENTION AND DISPOSITION:

THE ORIGINAL CARDS ARE USED FOR DATA-ENTRY TO THE OFFICE'S AUTOMATED LICENSED PROFESSIONAL TRACKING SYSTEM. HOWEVER, BECAUSE ONLY SELECT DATA ELEMENTS ARE DATA-ENTERED, THE MICROFILM IS RETAINED AS A SOURCE OF ADDITIONAL INFORMATION

14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:

AGENCY NUMBER: RA-06

DISPOSITION AUTHORIZATION #: 20330

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1. AGENCY: STATE EDUCATION DEPARTMENT
 2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
 3. RECORD SERIES TITLE: LIMITED PERMIT RECORDS (PAPER)
 4. DESCRIPTION OF RECORD SERIES:
 - a) Informational contents:
PERMITS ISSUED TO QUALIFIED INDIVIDUALS WHO ARE NOT LICENSED IN NEW YORK TO ALLOW PRACTICE OF ASPECTS OF THEIR PROFESSIONS. RECORDS INCLUDE APPLICATIONS, APPROVALS AND RELATED CORRESPONDENCE AND OTHER RECORDS.
 - b) Who creates and/or uses the records and for what purposes:
PREPARED BY PRE-LICENSING UNIT TO DOCUMENT THE ISSUANCE OF LIMITED PERMITS.
 - c) Primary purpose of record: ADMINISTRATIVE
 - d) THIS IS NOT A VITAL RECORD.
 5. BEGINNING DATE: 1995
 6. ENDING DATE: CURRENT
 7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:
Paper Records: 6.0 Cu ft. Microfilm: 0 items.
Microfiche: 0 items. Audio-Visual: 0 items.
Computer Readable: 0 items.
 8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 3.0 Cu. ft.
 9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:
PREPARATION OF MICROFILM
 10. a) ARRANGEMENT
BY PERMIT NUMBER
 10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE REC
N.A.
 11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:
 12. FINAL DISPOSITION: Destroy
 13. REASON FOR PROPOSED RETENTION AND DISPOSITION:
RECORDS ARE NEEDED ONLY UNTIL COMPLETION OF MICROFILM.
 14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:

1. AGENCY: STATE EDUCATION DEPARTMENT
2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
3. RECORD SERIES TITLE: LIMITED PERMITS (MICROFILM & NON-FILMED PAPER)

4. DESCRIPTION OF RECORD SERIES:

a) Informational contents:

MICROFILM COPIES OF LIMITED PERMITS AS DESCRIBED IN SERIES RA-06 ALONG WITH ANY PAPER COPIES OF LIMITED PERMITS WHICH HAVE NOT BEEN MICROFILMED.

b) Who creates and/or uses the records and for what purposes:

PREPARED BY PRE-LICENSING TO DOCUMENT ISSUANCE OF LIMITED PERMITS.

c) Primary purpose of record: ADMINISTRATIVE

d) THIS IS NOT A VITAL RECORD.

5. BEGINNING DATE: CA. 1950

6. ENDING DATE: CURRENT

7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:

Paper Records: 0.0 Cu ft. Microfilm: 8 items.

Microfiche: 0 items. Audio-Visual: 0 items.

Computer Readable: 0 items.

8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 0.0 Cu. ft.

9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:

DATE OF EXPIRATION OF LIMITED PERMIT

10. a) ARRANGEMENT

BY PERMIT NUMBER

10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS
N.A.

11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:

Retain in program office for 15 years 0 months.

12. FINAL DISPOSITION: Destroy

13. REASON FOR PROPOSED RETENTION AND DISPOSITION:

RECORDS ARE MAINTAINED FOR 15 YEARS AFTER PERMIT EXPIRATION FOR ADMINISTRATIVE USE.

14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:

1. AGENCY: STATE EDUCATION DEPARTMENT
2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
3. RECORD SERIES TITLE: LICENSE RECORD CARDS (MICROFILM)

4. DESCRIPTION OF RECORD SERIES:

a) Informational contents:

MICROFILM OF CARDS LISTING BASIC INFORMATION ON LICENSED PROFESSIONALS AS DESCRIBED IN SERIES RA-01. THESE CARDS CONTAIN ADDITIONAL INFORMATION ON PROFESSIONALS (SCHOOL ATTENDED, DEGREE, DEGREE DATE, GRADES, TEST SCORES, BASIS FOR LICENSURE) WHICH IS NOT COMPREHENSIVELY INCLUDED IN THE DATA IN THE OFFICE'S AUTOMATED LICENSED PROFESSIONAL DATABASE. SERIES ALSO INCLUDES PAPER INDEX LOG TO THE MICROFILM

b) Who creates and/or uses the records and for what purposes:
CREATED BY OFFICE AS A RECORD OF ALL PROFESSIONALS LICENSED IN NEW YORK PRIOR TO 1986.

c) Primary purpose of record: ADMINISTRATIVE

d) THIS IS NOT A VITAL RECORD.

5. BEGINNING DATE: 1891 6. ENDING DATE: 1986

7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:

Paper Records: 2.0 Cu ft. Microfilm: 216 items.

Microfiche: 0 items. Audio-Visual: 0 items.

Computer Readable: 0 items.

8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 0.0 Cu. ft.

9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:
COMPLETION OF MICROFILMING

10. a) ARRANGEMENT

BY PROFESSION, THEN NUMERICAL BY LICENSE NUMBER

10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS
NOT SEPARATED

11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:

OTHER:

TRANSFER MASTER MICROFILM & COPY OF LOG TO STATE
ARCHIVES AFTER COMPLETION OF FILMING

OTHER:

DESTROY UNIT COPY OF MICROFILM WHEN NO LONGER
NEEDED FOR ADMINISTRATIVE USE

12. FINAL DISPOSITION: Transfer to State Archives

13. REASON FOR PROPOSED RETENTION AND DISPOSITION:
THE LICENSE RECORD CARDS HAVE BEEN DETERMINED BY THE STATE ARCHIVES TO HAVE
PERMANENT RESEARCH VALUE (APPRAISAL REPORT #96-28).

14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:

AGENCY NUMBER: RA-09A

DISPOSITION AUTHORIZATION #: 20336

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1. AGENCY: STATE EDUCATION DEPARTMENT
 2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES:
 3. RECORD SERIES TITLE: SECRETARY'S REPORTS (MICROFILMED PAPER)
 4. DESCRIPTION OF RECORD SERIES:
 - a) Informational contents:
LISTS OF SCORES RECEIVED BY CANDIDATES IN EXAMINATIONS GIVEN BY PROFESSIONAL BOARDS AS DESCRIBED IN SERIES RA-09.
 - b) Who creates and/or uses the records and for what purposes:
RECORDS PROVIDE A SOURCE OF INFORMATION ON SCORES RECEIVED BY CANDIDATES.
 - c) Primary purpose of record: ADMINISTRATIVE
 - d) THIS IS NOT A VITAL RECORD.
 5. BEGINNING DATE: 1997
 6. ENDING DATE: CURRENT
 7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:
Paper Records: 1.0 Cu ft. Microfilm: 0 items.
Microfiche: 0 items. Audio-Visual: 0 items.
Computer Readable: 0 items.
 8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 1.0 Cu. ft.
 9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:
COMPLETION OF MICROFILMING
 10. a) ARRANGEMENT
BY PROFESSION, THEN BY DATE
 10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE REC
N.A.
 11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:
 12. FINAL DISPOSITION: Destroy
 13. REASON FOR PROPOSED RETENTION AND DISPOSITION:
PAPER RECORDS ARE NEEDED ONLY UNTIL COMPLETION OF MICROFILMING.
 14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION:

1. AGENCY: STATE EDUCATION DEPARTMENT
2. PROGRAM UNIT: PROF. LICEN. - RECORDS & ARCHIVES
3. RECORD SERIES TITLE: SECRETARY'S REPORTS (MICROFILM & NON-FILMED PAPER)
4. DESCRIPTION OF RECORD SERIES:
 - a) Informational contents:

RECORD BOOKS DOCUMENTING SCORES RECEIVED BY CANDIDATES IN EXAMS GIVEN BY NEW YORK PROF. BOARDS. SEPARATE RECORD BOOKS ARE USED FOR EACH PROFESSION. BOOKS ARE AVAILABLE FOR THOSE PROFESSIONS FOR WHICH EXAMS WERE REQUIRED FOR LICENSURE.

THIS SERIES INCLUDES PAPER COPIES OF THOSE OLDER SECRETARY'S REPORTS WHICH WILL NOT BE MICROFILMED, AS WELL AS THE MICROFILM COPIES OF MORE RECENT SECRETARY'S REPORTS WHICH ARE FILMED.
 - b) Who creates and/or uses the records and for what purposes:

RECORDS PROVIDE A SOURCE OF INFORMATION ON SCORES RECEIVED BY CANDIDATES.
 - c) Primary purpose of record: ADMINISTRATIVE
 - d) THIS IS NOT A VITAL RECORD.
5. BEGINNING DATE: 1891
6. ENDING DATE: CURRENT
7. VOLUME OF EXISTING RECORDS BY RECORD TYPE:

Paper Records: 17.0 Cu ft. Microfilm: 115 items.
Microfiche: 0 items. Audio-Visual: 0 items.
Computer Readable: 0 items.
8. ESTIMATED ANNUAL GROWTH (Paper Records Only): 0.0 Cu. ft.
9. EVENT THAT CAUSES RECORDS TO BECOME INACTIVE:

DATE OF EXAM ADMINISTRATION
10. a) ARRANGEMENT
BY PROFESSION, THEN BY DATE
10. b) FILES MANAGEMENT ACTION TO SEPARATE INACTIVE RECORDS FROM ACTIVE RECORDS
N.A.
11. PROPOSED RETENTION PERIOD AFTER RECORDS BECOME INACTIVE:

Retain in program office for 75 years 0 months.
12. FINAL DISPOSITION: Destroy
13. REASON FOR PROPOSED RETENTION AND DISPOSITION:

RECORDS ARE NEEDED TO DOCUMENT SCORES RECEIVED BY CANDIDATES. THIS INFORMATION MAY BE NEEDED IN VARIOUS SITUATIONS, INCLUDING WHEN INDIVIDUALS MUST DOCUMENT GRADES IN ORDER TO QUALIFY FOR LICENSES IN OTHER STATES.
14. MODIFICATIONS TO RETENTION AND DISPOSITION INFORMATION: